

## Instructions for Submitting DOE-MF Indiana School Directory

The DOE-MF Indiana School Directory is the “school directory” for all public and non-public schools in the state of Indiana and is used for contacting the school by mailings, facsimiles, telephone contacts, and email. The data submitted drives all data collections and posting of data on the ASAP site for the department as well as data requested by the general public. SAMS (Superintendent Alert and Messaging System) and PAMS (Principal Alert and Messaging System) email contacts are generated from the email provided. The requested data should be updated prior to the start of the academic school year and continue to be updated throughout the school year when the profile of the school or corporation changes. The website address for your corporation or “homepage” address can be updated on the DOE-MF. The data requested for the profile is as follows:

### **Corporation Profile:**

- Last name, first name, title, and email address of Superintendent
- Corporation mailing address
- Complete shipping address
- Corporation location address (if different than mailing address)
- Telephone and facsimile numbers
- Corporation homepage address

### **School Profile:**

- Last name, first name, title, and email address of Principal
- School mailing address
- School location address (if different than mailing address)
- Telephone and facsimile numbers
- Scheduling
- School type
- Locale of school
- Magnet or Charter School
- Grade Level

The profile information will be available for public schools, non-public schools, charter schools, and freeway schools. The public corporation can update the non-public school’s information for the schools located in their district. Non-public schools can also update the information.

The information submitted will be reviewed by Department staff before being accepted into the master file database. Information submitted will not be immediately displayed on the web.

Schools that open and close or change grade levels for the academic year will require additional information.

### **Grade level changes for the 2006-2007 academic year**

Mail or send by facsimile your request on letterhead with the following information to:

Department of Education  
Division of Educational Information Systems  
Room 229, State House  
Indianapolis, IN 46204-2798  
Facsimile: 317-233-6326  
Telephone: 317-232-0808 or 800-527-4931

Include the grade level change, school number, school name, other pertinent information about the grade levels, and the contact person.

### **New schools opening for the 2006-2007 academic year**

Mail or send by facsimile your request on letterhead to the above address. Include name, address, city, zip code, telephone, facsimile, principal's first name, principal's last name and title, and grade span of the school. Also include contact information of the person submitting the request. You will be contacted for more information if necessary or provided the state assigned school number.

### **Schools closing during the 2006-2007 academic year**

Print the profile of the school and send by facsimile with your request on letterhead with the date the school will close. Include the contact name of the person making the request.

### **Non-public schools opening in the public school district**

Corporation administrators are responsible for providing the information on non-public schools that are opened or closed in the boundaries of their district. Follow the instructions above for opened and closed public schools. The non-public schools reported during the 2005-2006 academic school year will be available for update.